

Minnesota State University Moorhead

Dragons Care: A Plan to Return to Campus

Updated 8/6/2020: This plan will continually be reassessed as new guidance is available.

Minnesota State University Moorhead (MSUM) is committed to staying focused on our purpose of transforming the world by transforming lives and our strategic priorities, including a focus on the work of Equity 2030. To do this, we must provide a safe and healthy campus environment. We have developed this Dragons Care Plan in response to the COVID-19 pandemic with guidance from federal, state and local resources. Our goals are to provide as many in-person experiences for students, faculty and staff as are safely possible, to keep our students and employees safe by mitigating the potential transmission of COVID-19 on our campus, and to embrace ways that a pandemic accelerates our work to be a University of the future. We are all responsible for implementing this plan and our MSUM leaders and supervisors have our full support in achieving the requirements of the plan. Our plan follows Centers for Disease Control and Prevention (CDC) and Minnesota Department of Health (MDH) guidelines and federal OSHA standards related to COVID-19 and addresses:

1. Symptom Monitoring/Screening
2. Physical Distancing
3. Masks/Face Coverings
4. Handwashing and Respiratory Etiquette
5. Cleaning
6. Communications and Training

Dragons Care

We are serious about keeping our students and employees safe. This plan is designed to provide an environment where it is as safe as possible to work and learn together. **We need and expect all Dragons to follow the guidelines in this plan. We follow these practices because we care about keeping all Dragons safe:**

- Wash your hands often
- Maintain physical distance by staying a Dragon's tail (6 feet) apart
- Wear a mask/face covering.
- Wash your mask regularly
- Cover your coughs and sneezes
- Health screening will be self-monitored
- Stay at home if you are sick or not feeling well



The University will continue to have employees telework as much as possible over the summer, with plans for the re-opening of offices/departments/programs to on-campus operations on or before August 17, 2020 as we prepare to return to as many in-person experiences for students, faculty and staff as are safely possible. These plans will continually be reassessed as new guidance and information about the COVID-19 virus are made available to the University.

If you have questions or ideas about the return to campus, please share them with your supervisor or division leader.

1. Symptom Monitoring/Screening

Employees and students have been informed of and encouraged to self-monitor their health for signs and symptoms of COVID-19. Self-screening signage will be placed at building entrances, as well as at classroom and lab entrances.

The health and safety of our campus community is a shared responsibility, which is why we ask individuals to assess their health status prior to entering the campus and for employees and students to report when they are sick or experiencing symptoms of COVID-19. At this time, these symptoms include one or more of the following:

- Cough
- Shortness of breath or difficulty breathing
- Fever (100.4 or higher) or feeling feverish
- Chills
- Headache
- Sore throat
- Muscle pain
- Loss of taste or smell
- Other less common symptoms include gastrointestinal tract symptoms like nausea, vomiting or diarrhea

Individuals must be free of any symptoms potentially related to COVID-19 or have had evaluation and clearance by a medical healthcare professional to be eligible to enter the campus. Individuals who begin experiencing symptoms while on campus are to immediately leave campus and/or return to their place of residence.

Employees will follow the normal process of informing their supervisor if they are sick or experiencing symptoms while at home or work, if they have been diagnosed as COVID positive, or if they have been notified that they have been in contact with someone who tested positive for COVID-19. In addition, they will complete this online [Employee COVID-19 Report Form](#). MSUM through Minnesota State and Minnesota Management and Budget has implemented leave policies that promote employees staying at home when they are sick, when household members are sick, or when required by a medical healthcare professional to isolate or quarantine themselves or a member of their household. These policies include paid COVID-19 administrative leave, sick leave policies as governed by collective bargaining agreements and personnel plans, and the Family and Medical Leave Act (FMLA).

Students will contact the [Dean of Students Office](#), or complete this online [Student COVID-19 Report Form](#), if they are experiencing symptoms while at home or on campus, if they have been diagnosed as COVID-19 positive, or if they have been notified that they have been in contact with someone who tested positive for COVID-19. The Dean of Students will work with impacted students to verify diagnoses, approve absences, notify faculty, and coordinate potential support services related to housing, technology needs, etc.

The Dean of Students Office will work with Housing and Residential Life to arrange accommodations for on-campus residents for the required period of isolation and/or quarantine. Isolation rooms will be available for students who have tested positive for COVID-19 and have been told by a medical healthcare professional to release this information to Residential Life. Quarantine rooms will be available for students who have been notified by Department of Health that they were in contact with a COVID-19 positive person or the student's medical healthcare provider notified Residential Life that the student needs to quarantine.

During this time, students shall be excused from the classroom until they are cleared to return, based on medical healthcare provider guidance, and shall be given a reasonable amount of time to submit any missed assignments or exams. This will also apply if a student has primary responsibility of caring for someone who has been diagnosed with COVID-19.

If symptoms persist or worsen, individuals should contact a medical healthcare professional and follow the instructions given to them.

Reasonable accommodations for people with underlying medical conditions or who have household members with underlying health conditions will be arranged through Human Resources for employees or Accessibility Resources for students.

MSUM will follow Minnesota Department of Health and local health department guidance and direction on informing others if they have been exposed to a person with COVID-19 on campus and may require them to quarantine for the required amount of time.

The privacy of peoples' health status and health information is considered confidential and will be protected. Health data is governed by the Health Insurance Portability and Accountability Act (HIPAA) and the Minnesota Data Practices Act.

2. Physical Distancing

Physical distancing is being implemented on campus through the following controls:

- Employees who can continue to effectively telework remotely may be allowed to continue to do so. Employees and supervisors should remain in close communication.
- Employees may be offered flexible work hours and staggered shifts to reduce the number of employees in the workplace at one time.

- Employees and students are asked to maintain six feet of physical distance between colleagues and visitors.
- When multiple employees are working in the same area and physical distancing cannot be maintained, wearing a mask is required and additional barriers may be installed.
- Employees and students should avoid using others' personal protective equipment, phones, computer equipment, desks, cubicles, workstations, offices or other personal work tools and equipment.
- Meetings or gatherings should be held in whole or part using the extensive range of available collaboration tools (e.g. Zoom, Microsoft Teams, telephone, etc.) and any in-person meetings limited. All committee and department meetings will be held virtually. Where possible, communication with colleagues and supervisors should be conducted by email, instant message, telephone or other available technology rather than face-to-face.
- Employees, students, and visitors are encouraged to avoid gathering in groups, crowded spaces or confined areas including breakrooms, elevators, and restrooms. When in these areas, wearing a mask is required. Break rooms/lunchrooms will be limited to food preparation only. When possible, employees are encouraged to bring meals that do not require refrigeration or heating.
- Wearing a mask is required when there are multiple occupants in University vehicles. University vehicles will be cleaned and disinfected after use.
- Classroom and lab furniture layouts are being reviewed and will be modified to increase distance between seating and labs where possible. The use of barriers may be employed when spacing cannot be increased by other means.
- Common spaces such as study spaces and conference rooms will have furniture rearranged or removed to promote physical distancing.
- Employees, students, and visitors will be encouraged to maintain traffic flow in building corridors and stairwells as established (e.g. staying to the right) and communicated by the University (e.g. signage, website).

3. Masks/Face Coverings

MSUM is requiring all students, employees and visitors (e.g. prospective students and families, contractors, service providers, vendors, and suppliers) to wear masks to prevent the spread of COVID-19 when they are on campus or University-owned property, including participating in campus-sponsored activities and travel.

Exceptions to this requirement include:

- When outdoors, provided appropriate physical distancing can be maintained.
- When eating or drinking, provided appropriate physical distancing can be maintained.
- When in one's assigned apartment or residence hall room.
- When alone in an office, study area, or other private space where it is unlikely you will encounter others.
- When alone in a motor vehicle or utility vehicle used for University business.

Reasonable accommodations for people who are unable to wear a mask due to underlying conditions will be arranged through Human Resources for employees or Accessibility Resources for students.

Failure to wear a mask without an approved accommodation could lead to discipline for employees and students.

Students and faculty in off-campus internships, clinical, and other experiential learning settings may have to take additional respiratory precautions based on the specific setting, practice, and host-site guidelines and expectations.

Other important mask/face coverings things to keep in mind:

- Masks are to fully cover both mouth and nose.
- Masks or cloth face coverings can help with preventing your germs from infecting others – especially in situations where you may spread the virus without symptoms.
- Wearing a mask or cloth face coverings does not protect you from others who may spread the virus. So, even if you wear a mask or cloth face covering, you still need to wash your hands frequently, cover your cough, and practice physical distancing by keeping at least 6 feet of space between people.
- Wearing a mask or cloth face coverings does not mean people who are sick should go out into the community. People who are sick should still stay home. If you are sick and need to go to the doctor, call your medical healthcare provider before going in and wear a mask or cloth face coverings to the clinic.
- **Don't buy or wear surgical or N95 masks.** These supplies are in high need in health care facilities to protect health care workers.
- Individuals with hearing loss may not be able to understand you when you are wearing a cloth mask; clear face coverings would be recommended for these situations.
- Wash your mask or cloth face covering frequently to keep it clean.
- A mask or cloth face coverings should not be placed on young children under age 2, anyone who has trouble breathing, or is unconscious, incapacitated or otherwise unable to remove the mask or cloth face coverings without assistance.

Employees and students will be provided face coverings and other personal protective equipment as appropriate. Individuals may choose to supply their own face masks. Individuals should always have a mask on their person and may wish to have more than one mask to allow for adequate laundering.

4. Handwashing and Respiratory Etiquette

Basic infection prevention measures have been implemented at our campus. Employees, students, and visitors are being instructed to:

- Wash their hands with soap and water for at least 20 seconds frequently throughout the day, but especially at the beginning and end of their time on campus, prior to any mealtimes and after using the restroom. If soap and water are not available, use a hand sanitizer that contains at least 60% alcohol. All work and classroom spaces will have hand-sanitizer available through Building Services.

- Cover their mouth and nose with their sleeve or a tissue when coughing or sneezing. Dispose of tissues in the trash and wash or sanitize their hands immediately afterward.
- Avoid touching their face (their mouth, nose, and eyes in particular) with their hands.
- Stay at home if they are sick or not feeling well.

Hand-washing and respiratory etiquette will be demonstrated on signage and supported by making tissues and trash receptacles available in work and classroom spaces. Employees and students are encouraged to review the Dragons Care website for additional information and updates.

5. Cleaning

Regular cleaning practices are being implemented, including routine cleaning and disinfecting of work and study surfaces, equipment, tools and machinery, vehicles and areas in the campus environment, including classrooms, labs, restrooms, common areas, breakrooms, lunchrooms, meeting rooms, and drop-off and pick-up locations. Frequent cleaning and disinfecting will be conducted in high-touch areas, such as phones, keyboards, touch screens, controls, door handles, elevator panels, railings, printers and copy machines, credit card readers, delivery equipment, etc.

- a. All General Maintenance Workers and their supervisors have been provided refresher training on proper cleaning techniques, as well as background information on COVID-19. All cleaning products meet U.S. Environmental Protection Agency (EPA) and CDC requirements.
- b. Building Services teams will clean public spaces such as building lobbies, restrooms, door handles, handrails, and elevator buttons at least once daily, and more frequently if deemed necessary. Staffing levels will be adjusted to meet this commitment and include a contingency plan to cover absenteeism due to illness.
- c. Offices/departments/programs will be responsible for periodic cleaning of reception areas, service counters, conference rooms, workrooms and other spaces shared by multiple people. High-touch and commonly touched surfaces and furnishings should be cleaned periodically during the workday based on intensity of use. Building Services will assist in determining cleaning frequency and provide cleaning supplies and training.
- d. For shared departmental workspaces or equipment, such as phones, keyboards, and copiers, individual users will be responsible to clean these surfaces prior to individual use.
- e. Offices/departments/programs can order the necessary cleaning supplies from Building Services.
- f. If it is known that an individual has tested positive for the COVID-19 virus and has used the campus, the MDH interpretive guidance of the cleaning protocols outlined by the CDC will be followed.
 - a. As long as routine cleaning and disinfecting have taken place regularly, additional cleaning and disinfecting of the facilities is likely not necessary.
 - b. In residence hall rooms used for isolation of sick students, cleaning protocols include, but are not limited to:
 - i. Delay maintenance that isn't urgent until the student is no longer infectious.
 - ii. Open outside doors and windows to increase air circulation in the room, where feasible.

- iii. Wait 24 hours before cleaning or disinfecting the room. If 24 hours is not feasible, wait as long as is possible.
- iv. Once the area has been appropriately disinfected, it can be used to isolate another student.

MSUM's detailed campus cleaning plan and protocols are available on the Dragons Care [website](#).

6. Communications and Training

This plan was communicated via e-mail to all employees and students on June 29, 2020. This plan is posted on the [Dragons Care](#) website.

Updated information will be regularly communicated to the campus community using a variety of methods, including but not limited to:

- Website
- Official email listservs
- Social media
- Digital monitors throughout campus
- Signage/stickers on walls, floors, in classrooms, etc. (hand-washing signage in restrooms and other specific messages in relevant locations)
- Videos

Training will be ongoing as needed and provided to all employees and students.

Based on the guidelines and protocols outlined in this plan, the Back-to-Campus Planning Checklist provided in Appendix A will be used by individual offices, departments, and programs to develop a plan describing when and how they will resume on-campus operations in a manner that promotes a safe, low risk environment for everyone. Directors, managers and supervisors are to monitor how effectively the plans have been implemented and share their feedback with their supervisor and Cabinet leader. Employees and students are to work through this plan together and update the communication strategies and training as necessary.

This plan has been certified by the leadership of Minnesota State University Moorhead and was shared and posted throughout the campus community on June 29, 2020. It will be updated as necessary.

Additional Resources & References

Additional resources and references are available in Appendix B.

Certified by:



Anne Blackhurst, President
Minnesota State University Moorhead

Appendix A: Back-to-Campus Planning Checklist:

A Back-to-Campus Planning Checklist has been developed to guide the planning process to demonstrate preparedness for in-person activities. Based on the guidelines and protocols outlined in the Dragons Care Plan, this checklist will be used by all University offices, departments or programs to develop a plan describing when and how they will resume on-campus operations in a manner that promotes a safe, low risk environment for everyone. Following are some questions to consider in developing a plan:

Promoting Behaviors that Reduce Spread

- *How will individuals in your office/department/program be encouraged to self-monitor their health for signs and symptoms of COVID-19?*
- *What can your office/department/program do to actively encourage employees and students to report when they are sick or experiencing symptoms of COVID-19 and to stay home or self-isolate? How will you encourage sick individuals to stay home without fear of reprisals, and ensure students, faculty, and staff are aware of this expectation?*
- *How will you reinforce the campus expectation on masks/face coverings?*
- *How will you reinforce handwashing and respiratory etiquette?*

Maintaining Healthy Environments

- *What is the plan for periodic cleaning of shared spaces and equipment, commonly touched surfaces and furnishings, etc.?*
- *What modifications could be used to maintain 6-foot distancing (e.g. rearranging or removing furnishings, restricting traffic flow patterns, etc.?)*
- *If distancing cannot be accommodated with physical modifications, can face-to-face office visits be reduced through on-line processes or telecommunications (e.g. Zoom, Microsoft Teams, Bookings, telephone, etc.?) Can some employees continue to telework for a period of time?*
- *If physical distancing cannot be maintained in serving students, staff, and visitors with any of the options above, the use of Plexiglass barriers may also be considered. Please provide location and quantity information. Approved modifications and alterations will be completed by the Physical Plant or vendors under approved University contracts. As with other expectations in this plan, individual preference is not sufficient justification for approval.*

Maintaining Healthy Operations

- *What options can your office/department/program offer to students and employees that may be at a higher risk level for severe illness?*
- *How will group gatherings be modified to meet physical distancing recommendations?*

- *Who is the designated COVID-19 Point of Contact for your office/department/program to keep current with campus expectations and communications regarding COVID-19 and University operations?*
- *What is the best method to keep your office/department/program informed of updates and new guidance?*

Preparing for When Someone Gets Sick

- *What are the expectations for anyone in your office/department/program that witnesses COVID-like symptoms in someone else?*
- *What is your office/department/program back-up staffing plan for critical functions if one of your faculty or staff members exhibits COVID-like symptoms, needs to stay home when they are sick or when household members are sick, or are required by a medical healthcare professional to isolate or quarantine themselves or a member of their household?*
- *What will be your office/department/program back-up plan if one of your spaces needs to be closed for additional cleaning and disinfection because it has been identified as being used by an individual who has tested positive for the COVID-19 virus?*

We recognize the uniqueness of each office/department/program and want to ensure preparedness plans are specifically created for each area to safely return to work. Feel free to augment the planning checklist to meet specific office/department/program needs.

If you have questions or need support in completing the Back-to-Campus Planning Checklist, please contact the Emergency Management Team (DragonsCare@mnstate.edu) for further guidance.

Please send your completed Back-to-Campus Plan to your division leader for review and approval before [submitting](#) it to the Emergency Management Team on or before Wednesday, July 22, 2020 for further review and approval of the safety protocols.

Back-to-Campus Planning Checklist:

- 1. Office/Department/Program name**
- 2. Office/Department/Program leader name and email**
- 3. Name of the individual preparing the plan and date the plan was prepared**
- 4. Date the Office/Department/Program plans to return to on-campus operations**
- 5. Describe how student, employee, and public customer interactions will be safely conducted according to the Dragons Care Plan, CDC and MDH guidelines.**
- 6. Describe any physical workplace changes, such as increased distance between classroom and office seating, lab and workstations, and the use of barriers when spacing cannot be increased.**
- 7. Describe when and how personal protective equipment (PPE) and supplies will be used and worn. These items, such as masks or cloth face coverings, gloves, disinfectant, shields, etc. will be provided by the University.**

- 8. Describe what types of assistance will be needed to implement the plan.**
- 9. Describe how instructions and reminders will be communicated within the Office/Department/Program.**
- 10. Describe how members of the Office/Department/Program will seek support and present concerns, etc.**

Appendix B: Additional Resources & References

General

www.cdc.gov/coronavirus/2019-nCoV

www.health.state.mn.us/diseases/coronavirus

www.osha.gov

www.dli.mn.gov

Handwashing

www.cdc.gov/handwashing/when-how-handwashing.html

www.cdc.gov/handwashing

<https://youtu.be/d914EnpU4Fo>

Respiratory etiquette: Cover your cough or sneeze

www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/prevention.html

www.health.state.mn.us/diseases/coronavirus/prevention.html

www.cdc.gov/healthywater/hygiene/etiquette/coughing_sneezing.html

Physical distancing

www.cdc.gov/coronavirus/2019-ncov/community/guidance-business-response.html

www.health.state.mn.us/diseases/coronavirus/businesses.html

Cleaning

www.cdc.gov/coronavirus/2019-ncov/community/disinfecting-building-facility.html

www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/disinfecting-your-home.html

www.epa.gov/pesticide-registration/list-n-disinfectants-use-against-sars-cov-2

www.cdc.gov/coronavirus/2019-ncov/community/organizations/cleaning-disinfection.html

Employees exhibiting signs and symptoms of COVID-19

www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/steps-when-sick.html

www.health.state.mn.us/diseases/coronavirus/basics.html

Training

www.health.state.mn.us/diseases/coronavirus/schools/socialdistance.pdf

www.cdc.gov/coronavirus/2019-ncov/community/guidance-small-business.html

www.osha.gov/Publications/OSHA3990.pdf